



Executive Director Job Description

Job Title	Executive Director
Class Code	
Overtime Eligibility	Exempt
Salary (Employee/Employer)	
Division	Administration
Location	Atlanta, GA
Reports to	Appointed by the Commission as a whole in an open and public forum. Serves at the pleasure of the Commission.
Management Responsibility for	The overall administrative operations of the 75+ employee agency to include: Commission Administration and Operations Staff.

Job Purpose	To manage, direct, supervise, and coordinate the day-to-day administrative operations of the Commission; and represent the interests of the Commission in administrative matters.
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Key Areas of Responsibility:

- Develops, plans, organizes, and administer policies and procedures for the commission.
- Perform highly responsible leadership and managerial work in planning, organizing

and directing the operations of the commission.

- Direct the development and implementation of the Commission's administrative: goals, objectives, policies, procedures and priorities.
- Ensure that administrative programs and their activities are organized as effectively and efficiently as possible to ensure they are of good quality and relevant to the mission and vision of the Commission.
- Oversee the face of the Commission including, but not limited to website content and functionality, internal and external stakeholder communications and the overall message is consistent with the commission vision and mission.
- Oversee the preparation, development and implementation of the Commission's biennial budget and review financial reports to ensure budgetary goals are met and that the agency is operating efficiently and within budgetary guidelines.
- Oversee the administration of personnel to include recruiting, hiring, and retaining and ensure that sound human resource management practices and policies are in place and followed.
- Allocate resources and supplies to personnel in order to ensure they have the necessary tools to complete their job responsibilities to the highest potential.
- Maintain a culture to attract, retain and motivate a diverse staff of top-quality personnel where cross-training is essential to agency success.
- Examine, justify and defend Commission's administrative programs, policies and activities; negotiates and resolves sensitive and controversial issues.
- Supervise the responses necessary to resolve difficult and sensitive inquiries and complaints, media inquiries, Commission concerns, issues and agency needs.
- Ensure compliance with administrative statutory and regulatory requirements.
- Serve as primary contact and resource person for administrative matters with Governor's office, other State and federal agencies and the Legislature.
- Prepare and present testimony to legislative committees and make presentations to various State, local and federal agencies.
- Attend and participate in professional group meetings.
- May be expected to perform additional job-related duties and to have or develop additional specific job-related knowledge and skills.
- Perform other duties and assume other responsibilities as may be assigned by the Commission.
- Coordinate with the Director of Utilities, who also reports directly to the Commission and who oversees utility regulation and legal staff and other duties as set forth in O.C.G.A. 46-2-7.1.

Skills Required:

Must have a high degree of organizational professionalism, strong leadership abilities, and excellent oral and written communication skills. An open-door policy and visibility as the Executive Director is crucial. Must be able to work with a broad range of people and objectively engage in work procedures, products or processes. Must be able to direct, mentor and motivate division personnel; research, analyze, produce, review and edit division work product; compile and summarize information, prepare correspondence and periodic or special reports related to assignments; and contribute effectively to the successful accomplishment of divisional and Commission goals, objectives, and activities.

Must be available for travel (typically up to 10% of the time).

Minimum Qualifications:

Bachelor's degree from an accredited college or university with major course work in finance, business administration, public administration or a closely related field and five years of progressively responsible professional level administrative management experience, preferably in a regulatory environment, with emphasis on administrative analysis, fiscal analysis, or personnel management; OR an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Ability to lead and manage a regulatory agency.
- Ability to communicate with elected official stakeholders
- Strong interpersonal and communication skills and the ability to work effectively with various skilled personnel and a wide range of constituencies in a diverse environment.
- Ability to understand and perform complex record keeping functions.
- Knowledge of State and federal laws to include the Open Meeting Law; rules and regulations of the Commission; State Administrative Manual and rules for State Personnel, and the principles, practices and methods of managing public records.
- Ability to train direct reports, and ensure cross-training on agency job functions of direct reports. Establish and maintain cross-training of all administrative agency personnel.
- Knowledge of principles and techniques used in planning, organizing, developing and administering comprehensive budgets and programs which are subject to unprecedented circumstances; and government administrative processes.
- Ability to identify and resolve administrative problems; analyze data and formulate

logical conclusions and recommendations within the framework of laws, rules and regulations; exchange ideas, information and opinions with others to define problems, concerns and objectives related to the administration of the Commission. Skill in establishing priorities amongst conflicting needs.

- Ability to interpret financial and legal documents; interpret and apply rules, regulations and statutes to determine and ensure compliance and provide direction to management and staff; write clear and concise administrative policies, procedures, reports and justifications using correct English grammar, vocabulary, spelling and punctuation; communicate orally to instruct, advise or persuade the Commission, management, staff and others regarding the budget, policy interpretation, fiscal status and business operations. Ability to make presentations to legislative, executive, and quasi-judicial bodies.
- Ability to plan, direct, organize and oversee the work of professional, technical and support staff; train, supervise and evaluate the performance of employees work activities accordingly; and advise and direct management regarding administrative issues.
- Ability to analyze problems, situations, work practices, procedures, organizational structure to set goals and objectives, identify critical factors and their alternatives and implications, make recommendations and implement administrative policy.
- Ability to make decisions; use independent judgment; organize, prioritize, and coordinate work activities; and meet critical deadlines.
- Ability to motivate, discipline and resolve staff related issues in regards to ongoing performance, required skill-set, performance and work product accuracy.
- Ability to organize material, information and people in a systematic way to optimize efficiency and minimize duplication of effort.
- Ability to accept equivocal circumstances and take action where answers to a problem are not readily apparent.
- Ability to maintain confidentiality in sensitive matters.
- Skill in operating various software programs to effectively analyze/process information.